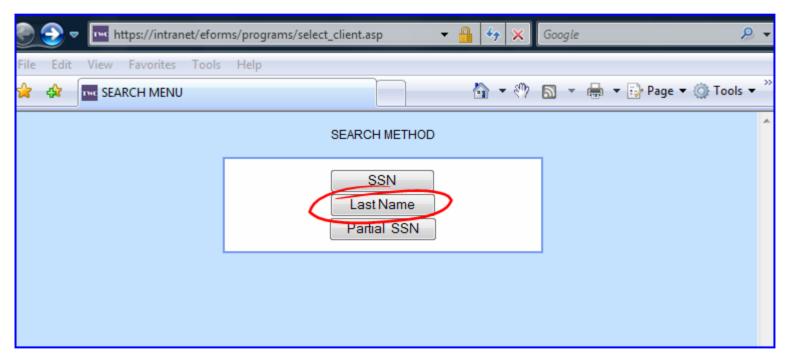# TIME AND ATTENDANCE OVERVIEW

- Automated Time and Attendance
  - Clients scan their ID's when entering the office and classrooms.
  - Information is fed to an electronic timesheet.
  - Career Coaches verify information and built in constraints ensure time activities and time are calculated accurately.
  - Time Sheet are signed electronically.
  - No paper required for time and attendance.

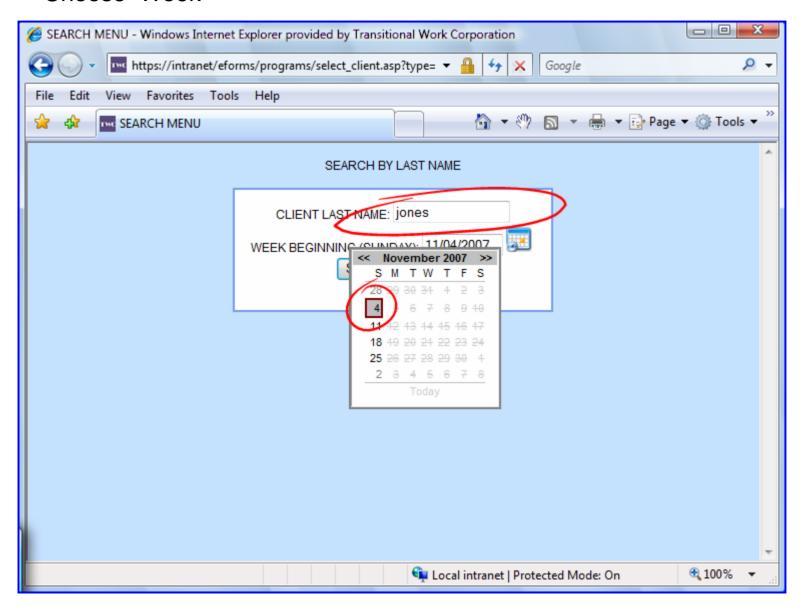# SEARCH FOR CLIENT TIMESHEET

By Last Name

SEARCH FOR CLIENT TIMESHEET

Choose Week

SEARCH FOR CLIENT TIMESHEET

Choose By Full Name, SSN

SIGN AND PAID

- Once signed electronically, the finance department runs a report and marks the timesheet paid.
- This is illustrated in the final two slides.

https://intranet/eforms/programs/par_timesheet.asp

Google

File   Edit   View   Favorites   Tools   Help

Client Timesheet

Page ▼   Tools ▼

					7	0
26(PWE)	Activity 2:				clear	clear
Excused:					

Friday (8/10/2007)   Activity 1:   26(PWE)   8:30 AM   4:30 PM   7   0
clear   clear
Excused: Activity 2:

Saturday (8/11/2007)   Activity 1:   0   0
clear   clear
Excused: Activity 2:

	Total PWE	Total Core	Total Other
Please send appropriate verification for each Excused Absence to MIS. | 25 | 25 | 2 |

Save

If you recieved a fax, email or hardcopy with signatures: please select the appropriate item and click the "Save" button above.

Select

I have reviewed this form with my career coach and agree that it accurately accounts for my attendance for this week.

Client Signature:

Client

Erase Signature   Accept Signature

Career Coach: Work Partner:

Coach   *WP*

Erase Signature   Accept Signature   Erase Signature   Accept Signature

Local intranet | Protected Mode: On   100%

https://intranet/eforms/programs/par_timesheet.asp

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Client Timesheet

Page ▼   Tools ▼

enrID: 121149

ATTENDANCE FORM

PROGRAM: ⊙ P@W   **PROVIDER:** TWC   **Week Starting SUNDAY:** 10/07/2007

CLIENT NAME: Donya Jones   **SSN:** ████████   **DIST:** ████████   **EARN CTR:** ████████

Excused Absence credit must not exceed six(6) hours, even if regular scheduled activity exceeds that amount.
Core Activity Codes: **Other Activity Codes:**
PWE - 26 CS-20 Job Search - 42   HS Diploma - 35 No HS Diploma - 34

Date	Activities	Time In	Time Out	Activity 1	Activity 2
Sunday (10/07/2007)	Activity 1:			0	0
Excused:	Activity 2:			clear	clear
Monday (10/8/2007)	Activity 1: 35(HS/GED)	9:00 AM	4:00 PM	7	0
Excused:	Activity 2:			clear	clear
Tuesday (10/9/2007)	Activity 1: 35(HS/GED)	9:48 AM	10:08 AM	0.33	6.25
Excused:	Activity 2: 26(PWE)	10:25 AM	4:40 PM	clear	clear
Wednesday (10/10/2007)	Activity 1: 26(PWE)	8:30 AM	12:00 PM	3.5	3.5
Excused:	Activity 2: 26(PWE)	1:00 PM	4:30 PM	clear	clear
Thursday (10/11/2007)	Activity 1: 26(PWE)	8:30 AM	12:00 PM	3.5	3.5
Excused:	Activity 2: 26(PWE)	1:00 PM	4:30 PM	clear	clear
Friday (10/12/2007)	Activity 1: 26(PWE)	8:30 AM	12:00 PM	3.5	3.5
Excused:	Activity 2: 26(PWE)	1:00 PM	4:30 PM	clear	clear
Saturday (10/13/2007)	Activity 1:			0	0
Excused:	Activity 2:			clear	clear

Please send appropriate verification for each Excused Absence to MIS.

	Total PWE	Total Core	Total Other
LOCKED	27.25	27.25	7.33

If you recieved a fax, email or hardcopy with signatures: please select the appropriate item and click the "Save" button above.

Done   Local intranet | Protected Mode: On   100%